

9 December 1977

25X1A

MEMORANDUM FOR: Acting Deputy Director for Administration  
 FROM : [REDACTED]  
 Acting Director of Personnel  
 SUBJECT : Office of Personnel Report --  
 Week Ending 9 December 1977

1. (U/AIUO) Retirement Activity: These figures depict total retirement activity for the period 10 August through 31 December 1977. The figures in the clear show totals. The figures in parenthesis represent persons who have opted for options of discontinued service or "involuntary" retirement; the figures in parenthesis are included in the total figure. Thus, of 241 persons to go by 31 December, 72 are going under the "liberal" options.

	<u>Civil Service</u>	<u>CIARDS</u>	<u>Total</u>
Retired	51 (23)	57 (15)	108 (38)
Signed to go	51 (21)	78 (12)	129 (33)
Not signed but appear definite	3 ( 1)	1 ( 0)	4 ( 1)
	<hr/> 105 (45)	<hr/> 136 (27)	<hr/> 241 (72)

\* 2. (U/AIUO) External Placement Assistance: Mr. Brian Wells, the Senior Editor for the National Enquirer, travelled to Washington on Friday, 2 December, to interview eight clients from Retirement Counseling and Employee Assistance Branch (RCEAB) who had been selected as candidates for several positions with the Enquirer. Some of the persons interviewed were invited by Mr. Wells to Lantana, Florida, the Headquarters of the Enquirer, for a follow-up and more in-depth interviews at the Enquirer's expense. Three have already gone down and two will start work on 9 January. One of these two is in the group affected by the DDO reductions. The other individual is from the DDO but is not on the list.

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 CL BY 012752  
 May be downgraded to  
 CONFIDENTIAL when  
 separated from  
 attachment.

3. (U/AIUO) Reaffirmation of Retirement System Status:  
The following shows the status of the one-time reaffirmation memoranda for participants in CIARDS:

- Memoranda sent
- Returned
- Election to return to CSRS
- Memos to be sent out next week

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4. (U) Scientific Recruitment: Recruiter [REDACTED] of our [REDACTED] Office reports that a talk by [REDACTED] of the Office of Scientific Intelligence/NFAC on 10 November at Brigham Young University was very worthwhile. [REDACTED] addressed the subject of the role of electrical engineers in scientific analysis in the CIA. Several faculty members commented very favorably on the talk and the obvious interest on the part of the students who were in attendance. 25X1A 25X1A 25X1A

5. (U/AIUO) Commo Recruiting: A great increase in the total recruiter input for the Office of Communications was noted during the month of November. A total of 51 completed application cases has been received to meet the Office of Communications' increased need for Telecommunications Specialists.

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7. (U) Suggestion Box: Two suggestions were received this week. They were directed as follows: one to the Director of Central Intelligence and one to the Director of Training. The total number of suggestions received since the program commenced on 15 June 1977 is 44.

8. (U/AIUO) Summer-Only Program: Of the 93 persons who have returned applications, 54 were contacted in order that we could schedule clerical testing and medical examinations. The following statistics on the Summer-Only Program as of 30 November 1977 were reported by the Clerical Staffing Branch. They show a comparison between this year and the same time frame in 1976:

	<u>1976</u>	<u>1977</u>
Applications Requested	394	404
Completed Applications Returned	54	93

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9. (U/AIUO) Briefing - Advance Staffing Plan: At their request, the Chief, Professional Staffing Branch, SPD, briefed [REDACTED], minority coordinators in the O/BEO. The briefing centered around the Advance Staffing Plan and how it was put together, how accurate it was, and an understanding of how one uses this planning document.

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10. (U) Handicapped Program: [REDACTED], Chief, Professional Placement Branch, addressed the Agency's Federal Womens Program Board on 8 December on the subject of the handicapped program.

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12. (U) Blood Donor Day: The first Tuesday of every month is our Blood Donor Day. Donations normally fall off during the holiday season and we made a special effort to remind our employees of the need. It appears that we were somewhat successful in that 142 pints were collected as compared to 133 in December 1976.

13. (U/AIUO) Health Insurance Open Season: The open season for changes in health insurance enrollment ends today, 9 December. There have been 250 actions received by the Insurance Branch thus far for enrollment or change in the plan. Our Association Benefit Plan has received 40 new applications and has gained 69 in enrollment changes for a total increase of 108. Blue Cross has lost 54 enrollees and Aetna 12.

14. (U) EAA Store: Poinsettias were on sale last Friday, but not for long. When the store opened at 10:00 a.m. we had 75 plants and the last one was sold at 10:37 a.m. We will have another 75 to sell this Friday. Unfortunately, we do not have the space or facilities to handle more of these plants.

15. (S) Rehired Annuitants: See attached report.

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COMING EVENTS:

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(1). (U) The subject for the Agency Reserve Meeting on 12 December 1977 is "The DDO." The guest speaker for this meeting is [REDACTED]

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(2). (U/AIUO) We plan to complete the revision of [REDACTED]

(3). (U/AIUO) We will continue consolidating and analyzing PDP submissions.

(4). (U) The monthly Personnel Officers Meeting will be held at 10:30 a.m., 14 December, in the Headquarters Auditorium.

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Att

Distribution:

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EA-D/Pers/[REDACTED]:rj (9 Dec 77)

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8 December 1977

WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES  
FOR THE AGENCY (5 - 9 December 1977) (U/AIUO)

1. (S) The following rehired civilian annuitant case was processed as a new hire:

DDO

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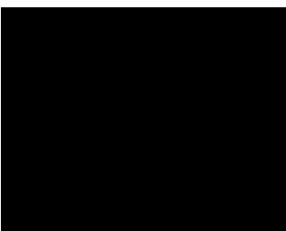


- Contract Employee, DDO/LA, contract effective 5 December 1977.

2. (S) The following rehired civilian annuitant cases were approved for extension the the Acting Deputy Director for Administration:


DDO

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-Contract Employee, DDO/SE, one-year extension.

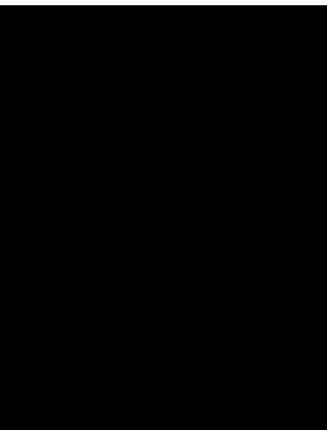
DDI

- Independent Contractor,  one- STATSPEC year extension.

3. (S) The following rehired civilian annuitant cases were terminated:

DDO

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- Contract Employee, EUR Division, terminating 31 December 1977.

- Independent Contractor, SE Division, terminating 31 December 1977.

- Contract Employee, EUR Division, terminating 31 December 1977

DDA

- Independent Contractor, Office of Security, terminated 30 November 1977.

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